

# Big Bend Community College



**Board of Trustees**

**Regular Board Meeting**

**Tuesday, November 17, 2009  
7:00 p.m.**

**ATEC**

**Hardin Community Room**

**Community College District No. 18**

**7662 Chanute Street NE  
Moses Lake WA 98837**

## Winter 2010 Campus Events

<b>November</b>		
<b>November</b>	17	BBCC Board of Trustees Meeting, Hardin Room, 7:00 p.m.
	26-27	Thanksgiving Holiday – No Classes, Offices Closed
<b>December</b>		
<b>December</b>	3	Fall Quarter Instruction Ends
	3	Columbia Basin Allied Arts, Pied Piper of Hamelin, Wallenstien Theater, 7 p.m.
	4	Columbia Basin Allied Arts, Pied Piper of Hamelin, Wallenstien Theater, 7 p.m.
	5	Columbia Basin Allied Arts, Pied Piper of Hamelin, Wallenstien Theater, 3 p.m.
	7	ASB Event: Free Pool, 1400 Game Room, 7:30 a.m. – 4:30 p.m.
	7	Library Campout, Library, 8 p.m.
	7-9	Fall Quarter Finals
	7-9	Fall Quarter Bookstore Book Buy Back, 8:00 a.m. – 4:30 p.m.
	10	Start of Winter Break; December 10 – January 3, 2010
	11-12	Men's Basketball – Men's Classic, DeVries Activity Center
	12	Women's Basketball vs. Clackamas CC, DeVries Activity Center, 3 p.m.
	18-20	NWAACC Basketball Crossover Tournament, DeVries Activity Center
	24-25	Campus Closed, Christmas Holiday
<b>January</b>		
<b>January</b>	1	Campus Closed, New Year's Day
	2	Women's Basketball vs. North Idaho College, DeVries Activity Center, 4 p.m.
	4	First Day of Winter Quarter
	9	Women's Basketball vs. CC of Spokane, DeVries Activity Center, 2 p.m.
	9	Men's Basketball vs. CC of Spokane, DeVries Activity Center, 4 p.m.
	12	BBCC Board of Trustees Meeting, Hardin Room, 1:30 p.m.



**BBCC Opportunity Center**



Big Bend  
Community College

COMMUNITY COLLEGE DISTRICT NO. 18  
BIG BEND COMMUNITY COLLEGE

7662 Chanute Street  
Moses Lake, Washington 98837  
Regular Board Meeting Agenda  
Tuesday, November 17, 2009, 7:00 pm  
ATEC- Hardin Community Room

	Action		Tab #
	A	1. Call to Order/Roll Call	1
	I	2. Introductions	2
<i>Governing Board Members:</i>	I/A	3. Consent Agenda	3
<i>Felix Ramon, Chair</i>		a. Approval of Board Minutes 10/20/09 (A)	
		b. Student Success (I)	
		Achieving the Dream	
		Student Achievement Initiative	
<i>Katherine Kenison, Vice Chair</i>		Academic Master Plan	
		c. Accreditation (I)	
		d. Assessment Update (I)	
<i>Mike Blakely</i>		e. Capital Project Report (I)	
		f. Human Resources Report (I)	
<i>Angela Pixton</i>		g. Enrollment Report (I)	
		h. Donation (A)	
<i>Mike Wren</i>	I	4. Remarks (Public comment to the Board regarding any item on the agenda may be made at the time of its presentation to the Board according to the conditions set in Board Policy 1001.3.E)	4
		a. ASB Representative – Rhoan Ashby, President	
		b. Classified Staff Representative – Kathy Aldrich	
		c. Faculty Representative – Mike O’Konek, Faculty Assn. President	
		d. VP Financial & Administrative Services – Gail Hamburg	
		e. VP Instruction/Student Services – Dr. Mike Lang	
		f. VP Human Resources & Labor – Holly Moos	
		Executive Session	
		-----BREAK-----	
	A	5. Assessment of Board Activity- Board	5
	A	6. Next Regularly Scheduled Board Meeting – Board	6
	I	7. Miscellaneous	7
	A	8. Adjournment	8

The Board may adjourn to an Executive Session to discuss items provided for in RCW 42.30.110 (1):  
 (b) to consider the selection of a site or the acquisition of real estate by lease or purchase;  
 (c) to consider the minimum price at which real estate will be offered for sale or lease;  
 (d) to review negotiations on the performance of a publicly bid contract;  
 (f) to receive and evaluate complaints or charges brought against a public officer or employee;  
 (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;  
 (h) to evaluate the qualifications of a candidate for appointment to elective office;  
 (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation.

**NEXT MEETING REMINDER – Regular Meeting January 12, 1:30 p.m.**

If you are a person with a disability and require an accommodation while attending the meeting, please contact the President’s Office at 793-2001 (or TDD 762-6335) as soon as possible to allow sufficient time to make arrangements.

**BIG BEND COMMUNITY COLLEGE**

Date: 11/17/09

**ITEM #3:** CONSENT AGENDA (for action)

- a. Regular Meeting Minutes October 20, 2009

**BACKGROUND:**

The Regular Meeting Minutes October 20, 2009, are included for review.

Prepared by the President's Office.

**RECOMMENDATIONS:**

President Bonaudi recommends the Board of Trustees approve the minutes.

## THE OFFICIAL MINUTES

The Big Bend Community College Board of Trustees held its regular Board meeting on Tuesday, October 20, 2009, at 1:30 p.m. in the ATEC Hardin Community Room in Building 1800 on the Big Bend Community College campus.

### 1. Call to Order

Chair Felix Ramon called the meeting to order at 1:30 p.m.

Present: Mike Blakely  
Katherine Kenison  
Felix Ramon  
Mike Wren

Absent: Angela Pixton

### 2. Introductions

VP Gail Hamburg introduced Ms. Angie Albert. Ms. Albert was hired August 10 to fill the vacancy left by Ms. Kim Helvy. Ms. Albert brings 20+ years of accounting and payroll experience to BBCC.

M & O Director Todd Davis introduced Mr. Joe Russell who brings 30+ years of automotive mechanic experience. He is filling the restructured position vacated by the retirement of Mr. Lupe Hernandez. Director Davis also introduced Mr. Jeff Robnett, BBCC's new HVAC technician. He graduated from Spokane Community College and has 18+ years experience with HVAC.

### 3. Consent Agenda

a) Approval of Board/Admin Retreat Minutes for August 26, 2009, Study Session Meeting Minutes for September 8, 2009, and Regular Meeting Minutes for September 8, 2009 (A); b) Student Success Update (I); c) Accreditation (I); d) Assessment Update (I); e) Capital Project Report (I); f) Human Resources Report (I); g) Enrollment Report (I); h) Advisory Committees List (I).

MOTION 09-41 Trustee Mike Wren moved to approve the Consent Agenda. Trustee Katherine Kenison seconded the motion, and the motion carried.

### 4. Remarks

a. ASB President Rhoan Ashby reported the Back to School BBQ brought in close to 300 people. Everyone seemed to have a good time with the western theme.

ASB recently held a lunchfest with over 85 people in attendance. The Human Race Machine was also in the library again and many students used it.

The students lost to the staff at the semi-annual softball tourney a few weeks ago. Attendance increases at each game. Over 60 people either participated or cheered for the teams.

There have been a record number of students in the game room playing pool as a result the revenue in the game room is increasing. ASB was asked by students to hold the quarterly pool tournaments more frequently. They will be held monthly in the future.

ASB has been busy with decorations for Star Night. The ASB Halloween dance will be held next Friday night in the Masto Conference Center with a \$5 donation. All are invited, and there will be a costume contest. The money received from attendance will go to Big Bend's Relay for Life Team.

The Phi Theta Kappa, Rho Zeta Chapter hosted the Greater Northwest Region Phi Theta Kappa conference with 65 guests attending. Phi Theta Kappa members performed community service at the Moses Lake Japanese Peace Garden. They built new trails, sifted sand for the Zen garden, pulled weeds, trimmed overgrown vegetation, and secured existing trails. Some members stayed on campus and created no-sew fleece baby blankets. Phi Theta Kappa members also held a car wash, gleaned potato fields, and hosted a Cancer Awareness table recently. The group will assist with Star Night tonight.

The Phi Theta Kappa regional meeting will be held in Omak and the Rho Zeta members are planning to attend. They are preparing for their fall induction ceremony on November 5. Lastly, the Phi Theta Kappa annual Silent Auction will be held November 18.

The MEChA Club set up an information table last week to honor Hispanic Heritage Month.

The Soccer Club has held two games at Lion's Field this quarter.

Trustee Ramon complimented Mr. Ashby on the activities of the ASB report.

- b. Classified Staff Representative Kathy Aldrich reported eight staff members attended ten training sessions. Cynthia de Victoria and Maribell Aguilar attended USDA Training in Yakima. Dina Moskvich attended Developmentally Appropriate Practice training at Family Services of Grant

County in Moses Lake. Cynthia de Victoria attended an Interagency Coordinating Council Meeting on "Birth to Three" in Moses Lake. Kamela Bishop attended Project Management online through the University of Phoenix. Nathan Holes watched a Barfield Training DVD at BBCC. Susan Nichol attended a Campus Safety Meeting at BBCC. Cynthia de Victoria and Maribell Aguilar attended an ECE/Home Visitor training conference at Richland. Benny De Leon attended *Quality Assessments and Observations and The Power of Play Based Learning in Richland*. Danelle Happer attended CASAS CADRE Training at Renton Technical College.

- c. Faculty Association President Mike O'Konek reported faculty activities as they were reported to him. John Peterson, Chemistry Instructor, attended the Washington College Chemistry Teachers' Association (WCCTA) 17<sup>th</sup> Annual Conference in Leavenworth. He visited with approximately 200 other college chemistry instructors. The host college rotates and faculty from Big Bend Community College, Wenatchee Valley College and Yakima Valley College will be organizing this event in 2011.

Philosophy Instructor Dennis Knepp reported that *Twilight and Philosophy* is now in the BBCC Library and includes a chapter that he wrote.

Criminal Justice and Psychology Instructor Ryann Leonard reported that she is working with a team, OIT Instructor Daneen Berry-Guerin, Kamela Bishop, and Sarah Hawkins, to update the online tutorials for students. They are also promoting the free tutorials to raise student awareness.

Ms. Leonard attended Homeland Security training in September. She learned more about planning drills and exercises for safety on campus.

December 13 is the date of Big Bend Community College Chorus and Orchestra Fall Concert in the Wallenstien Theater. Music Instructor Pat Patterson reported the program will include portions of Handel's Messiah as well as other seasonal favorites.

Astronomy Instructor Jim Hamm will accompany his students to make telescopes available to students at Discover Elementary October 26 or 27. The students and their parents will be able to view the Moon and Jupiter.

Mr. O'Konek also stated faculty members are attending probationary faculty and tenured faculty committee meetings.

- e. VP Mike Lang reported two volleyball student athletes, Paula Robinson and Kelsey Garner, were accepted into the Northwest Athletic Association of Community Colleges All Academic Team.

VP Lang introduced Dean Kara Garrett to report on preparations for the National League for Nursing Accrediting Commission (NLNAC) visit. She reported that this is the five-year visit by the NLNAC. Director Katherine Christian and her staff are busy revising curriculum and the self-study. The NLNAC visitors will be here February 8-10, 2010. Dean Garrett commented that the NLNAC visitors will want to meet with the Trustees to discuss the value of the program. Members from the community will also be invited to come to campus and visit with the staff from the NLNAC and they will also visit some of BBCC's clinical sites. This will be a very thorough visit and Dean Garrett stated Director Christian is doing an outstanding job preparing for it.

VP Lang introduced Dean Clyde Rasmussen to discuss the accepted proposal for restructuring the CSC program. Dean Rasmussen said Maureen Marjory from CIS Center for Excellence performed an audit of the computer science program last fall. She is excited to accept the challenge of restructuring the program. She plans for the program to be ready Winter quarter. Her contract expires February 28, 2010. Because she performed the CSC audit she is aware of the revisions needed.

VP Lang introduced BBT Director Russ Beard to report on the Rural Utility Service (RUS) grant. This grant is from a branch of the USDA for distance learning and telemedicine. BBCC was awarded \$140,000, which is 100% of the request. This grant requires a full match. Director Beard indicated that we have already met \$100,000 of the match. The grant money will fund developing online community knowledge centers or thin client labs in Othello, Mattawa, Ritzville, Washtucna, and Lind. He acknowledged the valuable assistance of his assistant Julie Gamboa and Data Analyst Starr Bernhardt with this successful effort.

- d. VP Gail Hamburg provided the capital report update. She stated the auditorium project was awarded to the lowest bidder. The contractor had until Friday, October 16 to submit the bond. He did not meet the required timeline. Dave Lorengo, project manager, then awarded the bid to the second lowest bidder, which was \$75,000 higher. The contractor who was initially awarded the project is protesting with General Administration. VP Hamburg stated the project may not move forward right away due to this situation. Trustee Ramon asked if VP Hamburg knew what the timeline would be. VP Hamburg responded that Mr. Lorengo will notify her of the timeline and she will pass on the information.

##### **5. Dashboard Presentation**

President Bonaudi stated many presidents have wanted a program that would allow easy access to real-time data. Currently the institutional research department spends hours gathering data and then converting it to a format that can be easily understood. BBCC is the first community



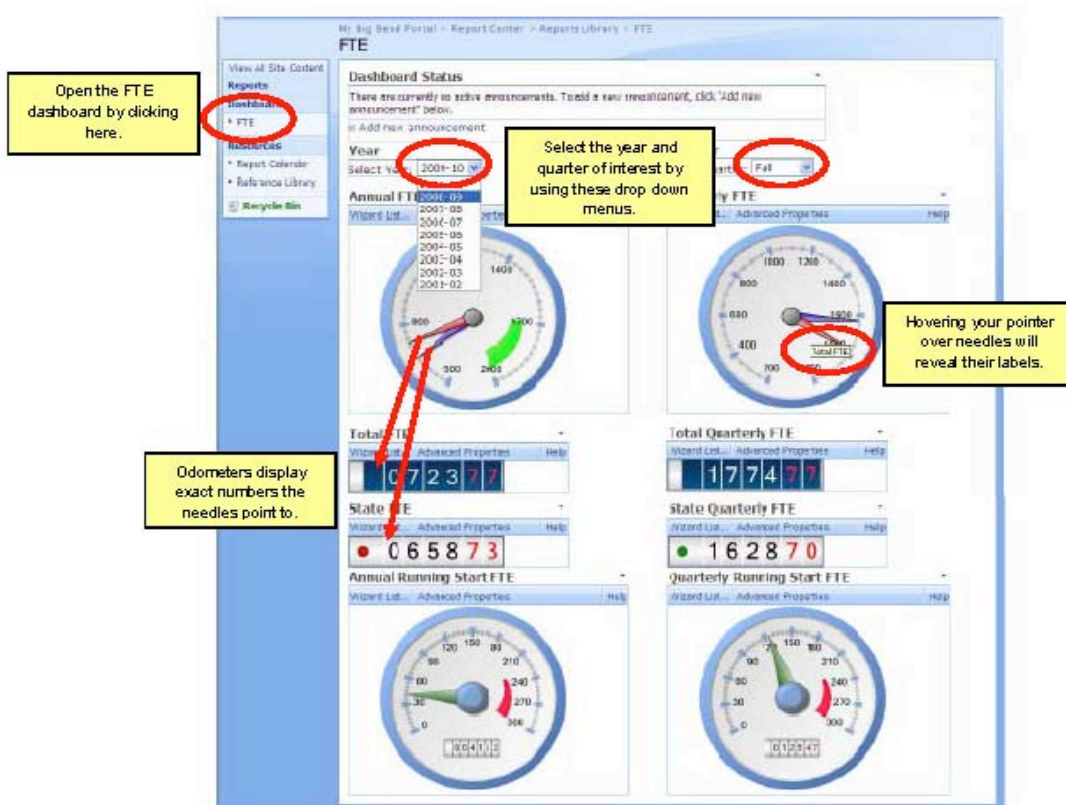
college to have something like this working. The current presentation is regarding enrollment data. Many other groups of information regarding outcomes and our AMP can be manipulated and then made available in this same process.

Dean Valerie Kirkwood introduced BBT Director Russ Beard and Data Analyst Starr Bernhardt as the key people with this project. She reported the purpose behind the dashboard is to provide users on campus with up-to-date information. The dashboard allows staff to push a button to gather data. AtD indicators, and AMP data can also be gathered in this way. This project is in the first developmental phase. Dean Candy Lacher helps with accurately reporting initial FTE data. This really takes a combined effort. Eventually financial data could be reviewed this way too. Director Beard and Ms. Bernhardt will deliver this same presentation to SBCTC Wednesday, October 21.

Ms. Bernhardt discussed the process. She said the current method is the “clunker method” and archaic. It is cumbersome, allows many opportunities for human error and the information is often outdated by the time it is received. IR loads the data into a spreadsheet format, which can be difficult for end users. The data is moved between software programs and then manipulated. This time consuming process is an inefficient use of IR staff time. If different variables are requested after the report is finalized, the data manipulation begins from the first step again. Building these reports can take days.

The new improved “hot rod method” is automated and allows drilldown capabilities for historical information. The dashboards are screen shots that illustrate the data in easy to read and use formats. The dashboards populate automatically which results in more consistent and accurate information accessible from the website. Anyone with a Big Bend e-mail account can access the information. The most commonly used data sets will slowly be added to the IR dashboard web page. Providing the common data set information via the automated dashboards on the website will allow for IR staff to have time to research the trends and learn and update new methodologies.

Director Beard stated the systems BBCC currently uses were implemented in 1978 and they inhibit our abilities to gather and convert the data into a user-friendly form. It has taken a lot of effort from BBT and IR staff to generate the dashboard reports.



The group viewed the FTE dashboards online. Director Beard said BBCC is "ahead of the pack" with this information. The dashboard updates nightly and is available to everyone on campus. He commented that making real time accurate data available to staff sparks good conversation. He anticipates the culture will begin to change and more time will be spent discussing the data and trends rather than where the data came from and how it was developed.

Director Beard said he is working on a statewide collaboration effort with mountains of data. The state is making another attempt to get off of the old servers, onto a new modern "lift and shift." He is working with the team to be sure that all of the behind the scenes connections with the dashboards will continue to work with lift and shift. Director Beard is also working with several groups to develop a plan to make the dashboard process available to each college.

Director Beard gave directions to access the dashboard: BBCC home page, choose Thor in the top right corner to go to the portal, choose the report center tab, the dashboards are listed on the left, currently only FTE. Director Beard reported the next dashboards being developed regarding

retention data. He anticipated they would be functional by October 31. The BBCC Data Experts group is working with the AtD data team and they have created a wish list of dashboards to be developed.

Trustee Mike Blakely asked about proprietary rights to the dashboards. Director Beard stated the dashboards are built on vended products and can easily be shared with other colleges. Trustee Blakely said he heard the state is looking around Quincy to develop a data center. He asked Director Beard if we would have an advantage with being geographically close to a state data center. Director Beard responded that technically there would be no advantage. He also commented however, that Grant County is more stable with less risk of volcanic or earthquake activity.

Director Beard introduced his IT staff: Julia Gamboa, Eric Gruber, Zachary Geesaman, Mark Rogerson, Kamela Bishop, Sarah Hawkins, and Scott Carsey. He stated he has the best IT staff in the community college system.

#### **6. Exceptional Faculty Award**

Full time art instructor Rie Palkovic received a \$1,500 Exceptional Faculty Award during the May 19, 2009, Board meeting. Ms. Palkovic attended a portrait drawing workshop at the Gage Academy Art School in Seattle by renowned figure artist Costa Vavagiakis. She explained the classical five-day workshop including drawing from a model from 9-5 daily and individual instruction by Costa.

Ms. Palkovic noted that usually a model poses for 20 minutes at a time. This model sat in the same pose all week with very few breaks. Costa is a very accomplished artist, and he chooses interesting looking people to draw. It is important to him to see the inherent beauty in each person.

Ms. Palkovic shared photos from the workshop, which showed the studio and artwork in various stages of completion. She also displayed her finished portrait drawings. She said drawing a portrait is very different from still life or landscape. It was very hard work and a great luxury to attend. She really pushed herself outside of her comfort zone.

#### **7. Textbook Rental Program**

President Bonaudi stated he was very proud of how the bookstore has stepped up to help the students. He introduced the Director of the Bookstore Caren Courtright to describe the textbook rental program.

Director Courtright discussed the criteria textbooks must meet to be included in the textbook rental program. The textbook must be a new

edition and the department must commit to using the textbook for two years and the class must be taught 3-4 quarters per year.

The Elementary and Intermediate Algebra textbooks were newly published for the Summer 08 quarter and they cost \$142 new. They've been rented to students for 1/3 the cost of new. The used MPC textbook cost is \$106.50. Students can sell textbooks back to the bookstore for approximately half of their cost if the same edition will be used again. Director Courtright explained that buying a used book is a little less expensive than renting overall however, the initial investment of cash is higher.

Director Courtright stated 583 textbooks were rented in 2008-09. Students saved between \$20,000-\$57,000. The textbooks currently in the rental program include Elementary and Intermediate Algebra and Intro to Criminal Justice. An instructor is working on adding another textbook to the rental program.

Trustee Mike Wren asked what drives the new editions? Director Courtright responded that the publishers decide to issue new editions to the book market. Publishers don't make money when used textbooks are sold. She explained that sometimes the new editions are extensively reorganized. Sometimes the changes are minimal and two different editions can be used in the same class. Trustee Ramon stated he has heard reports that our books are less expensive than some other community colleges. Director Courtright stated she is working hard to offer more used books and textbooks sales are up due to high enrollment.

Trustee Ramon announced an Executive Session would be held for 15 minutes beginning at 2:41 p.m. The purpose of the Executive Session is provided in RCW 42.30.110 (1) (c) to consider the minimum price at which real estate will be offered for sale or lease; and (i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation. President Bonaudi asked VP Mike Lang to stay for a portion of the Executive session.

The meeting reconvened at 2:56 p.m. Trustee Felix Ramon announced that no action was taken during Executive session. He also announced a five-minute break. The meeting reconvened at 3:03 p.m.

## **8. Board Evaluation**

Trustee Ramon asked the other Board members if they had comments regarding the draft Board evaluation statement he had written.

2008-09 Board Evaluation

Upon completion of a review of board goals, policy governance, president's evaluation and the evaluation process, and all reports to the board with regard to Ends Statements and the Academic Master Plan, the board notes substantial accomplishment of all of its objectives. The board has determined that it acted within the policies it has set for its organization and operation, and policies relating to institutional quality, effectiveness, integrity, financial stability and viability. The board has acted consistently as a committee of the whole and been engaged throughout the college district delivering and receiving information regarding college operations and effectiveness. Board members' individual activities are complementary and focused on the 2008-2009 goals.

MOTION 09-42 Trustee Katherine Kenison moved to adopt the draft Board evaluation prepared by Trustee Ramon as the 2009-09 Board evaluation. Trustee Mike Wren seconded the motion, and the motion carried.

#### **9. Assessment of Board Activities**

Trustee Mike Wren reported he attended the Board/Admin Retreat. He also attended the Masto Conference Center dedication and enjoyed learning the history of the Masto family's legacy. Trustee Wren participated in three meetings with President Bonaudi, Grant County EDC Executive Director Terry Brewer and Representative Judy Warnick regarding the impact of training to retain the aviation technology workforce in the state. Trustee Wren also attended the Advisory Committee dinner and the Foundation Board meeting on October 8.

Trustee Katherine Kenison reported that she attended the September 8 Study Session and Board meeting. She also attended the Masto Conference Center dedication.

Trustee Mike Blakely reported he attended the September 8 Study session and Board meeting. He met with Dr. Bonaudi to coordinate the Quincy Roundtable on the BBCC campus and he met with Mayor Hemberry from Quincy to review the agenda. Trustee Blakely also attended the Foundation meeting and met with representatives from the irrigation industry. Trustee Blakely stated he thanked Governor Gregoire and her appointment secretary Kim Tanaka for his reappointment. He also submitted a letter to the editor as an individual regarding I-1033. He attended the Masto Conference Center dedication.

Trustee Blakely attended the Quincy Roundtable and stated he thinks it was a good investment of BBCC staff time. The Quincy Roundtable attendees thanked Dr. Bonaudi for BBCC's hospitality. President Bonaudi stated BBCC is available and would like to host similar organizations from

communities in the BBCC service district. Trustee Mike Blakely stated Ephrata is developing a similar group. Trustee Wren said he will mention BBCC as a host during the next meeting of the Ephrata group. President Bonaudi said he would like to host the Ephrata group and the Adams County Development Council too. He said BBCC is the only Board in the state that streams their Board meetings live on the Internet. This service is also available to other organizations that meet on the BBCC campus.

Trustee Ramon reported that he attended the Quincy Roundtable meeting and the Foundation Board Meeting. He also attended the September 8, 2009 Study Session and Board meeting. Trustee Ramon discussed the NWCCU Accreditation Standards revisions with President Bonaudi and drafted a response letter from the Board supporting the revisions. He spoke with BBCC staff and the public promoting BBCC and the BBCC Foundation. He said he could not make a public statement regarding a proposed initiative as a member of the board. He did say that anything that reduced the BBCC budget would have the possibility of reducing BBCC's ability to provide classes.

#### **10. Next Regularly Scheduled Meeting**

President Bonaudi announced that the next regularly scheduled Board meeting is Tuesday, November 17 at 1:30 p.m. He stated the Board has not held an evening meeting this fall. Holding evening meetings is not in the bylaws however the Board has chosen to have one evening meeting each spring and fall in the past.

MOTION 09-43 Trustee Katherine Kenison moved to hold the next regularly scheduled Board meeting Tuesday, November 17, 2009 at 7:00 p.m. Trustee Mike Wren seconded the motion, and the motion carried.

#### **11. Miscellaneous**

President Bonaudi stated he was appointed to serve on the AACC Academic, Student and Community development Commission. He will meet with the committee in Washington, D.C. in November. The AACC is holding their spring conference in Seattle in 2010. The funding for his meeting in Washington, D.C. will come from non-state dollars. He said he is working with staff about the realities of the budget and trying to restrict travel as much as possible whether funded by state or non-state dollars. He is asking staff to consider the impact of their attendance at meetings off site and if attendance via ITV is an option. The campus wide travel budget is \$164,000.

Ms. Susan Fagan and Ms. Pat Hailey are the candidates for the 9<sup>th</sup> district legislative seat. President Bonaudi has hosted both candidates on campus and discussed the importance of the state not reducing its higher

education subsidy. They also discussed the importance that expanding capital funding has on communities and funding expensive equipment from capital money rather than operating dollars.

President Bonaudi reported that the Foundation is scheduling a Trust writing meeting by Mr. Gerry Rein from Lukins & Annis, P.S. Additional information will be provided when the training is set.

The RUS grant will give us the opportunity to go out to five communities, Lind, Washtucna, Mattawa, Othello and Ritzville, to determine how to manage the equipment throughout the district. The Lind and Washtucna sites can be held in school district buildings. We are not sure about the other facilities yet. The RUS grant is great news for the Ritzville community, as they've been trying to get broadband access for their community.

The meeting was adjourned at 3:20 p.m.

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Felix Ramon, Chair

ATTEST:

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William C. Bonaudi, Secretary

# BIG BEND COMMUNITY COLLEGE

Date: 11/17/09

**ITEM #3:** CONSENT AGENDA (for information)

- b. Student Success Initiatives Update
  - 1. Achieving the Dream
  - 2. Student Achievement Initiative
  - 3. Academic Master Plan

## **BACKGROUND:**

### **Achieving the Dream**

Priority Area: 1. Increase successful completion in developmental math courses






Please find attached the October 2009 report for the tutor.com services provided to students to give them 24 hour access, seven days a week to online tutoring. Although this services was initially purchased to help students be more successful in math, as you can see by the report that students are using the services for other disciplines. It is very clear that the word is getting out that these services are available as this is the best month of student participation thus far. Last year for October we had 35 sessions were recorded while this year there were 169 tutoring sessions.

### **Student Achievement/Persistence**

Please find the attached State Board Agenda for the approval of student achievement awards earned from 2008-09 momentum points. BBCC's earned momentum points resulted in an additional \$35,229 funding for this academic year to be used to promote student success.



## Student Achievement/ Persistence Funding

Fiscal Year 2008-2009 Allocation	Reduced * Allocation	Fiscal Year 2009-2010 Allocation	Fiscal Year 2009-2010 ** Allocation #5	Fiscal Year 2009-2010 *** Yet to Come
\$66,176	- \$19,887	\$46,289	+ \$19,572	+ \$15,657
				

- \* Allocation reduced by \$19,887 for Fiscal Year 2010, to provide a \$1,000,000 pool of Student Achievement Initiative Funds for the system.
- \*\* On Allocation #5, Big Bend Community College received \$19,572 based on Student Achievement points. This money was allocated from the \$1,000,000 pool.
- \*\*\* The Gates and Ford Foundations have provided \$800,000 in each year of the 2009-2011 biennium to augment the State Student Achievement Awards. For Fiscal year 2010 Big Bend will receive \$15,657.

## Big Bend Community College - October, 2009

### Total Students Served

169

Usage	All	Student Center	College Center	Career Center
Tutoring Sessions Served	159	91	68	0
Skills Center Sessions Served	10	5	3	2

Tutoring Sessions Served	All	Student Center	College Center	Career Center
Total Minutes	4398	2346	2052	0
Average Session Length	27.67	25.79	30.18	0

Tutoring Sessions by Subject	All	Student Center	College Center	Career Center
English - Grammar	32	7	25	0
English - Literature	2	1	1	0
English - Vocabulary	1	0	1	0
English - Writing Center	16	2	14	0
Math - Algebra	26	18	8	0
Math - Algebra II	45	44	1	0
Math - Calculus	4	0	4	0
Math - Elementary	1	1	0	0
Math - Geometry	4	4	0	0
Math - Middle Grades	1	1	0	0
Proof Point	8	1	7	0
Science - Biology	7	7	0	0
Science - Chemistry	9	3	6	0
Science - Earth Science	1	1	0	0
Social Studies	2	1	1	0

Tutoring Sessions by Grade Level	All
5th	1
6th	1
7th	1
9th	2
10th	28
12th	58
College - Intro	68

Skill Center Usage By Subject	All	Student Center	College Center	Career Center
Adult Services - GED	2	0	0	2
English - Middle Grades	1	1	0	0
English - Writing	1	1	0	0
Math - Algebra	1	1	0	0
Math - Elementary	3	3	0	0
Math - Middle Grades	3	0	3	0
Math - Statistics	1	0	1	0
Science - Biology	1	1	0	0
Science - Chemistry	1	0	1	0
Standardized Test Preparation - Graduate School Entrance Exams	1	1	0	0

Tutoring Sessions Feedback: Yes Responses to Yes/No Questions	All	Student Center	College Center	Career Center
Are you glad your organization offers this service?	98%	96%	100%	
Would you recommend this service to a friend?	96%	92%	100%	
Is this service helping you complete your homework assignments?	92%	92%	91%	
Is this service helping you improve your grades?	89%	92%	86%	
Is this service helping you be more confident about your school work?	94%	92%	95%	

**Total Students Served by Location**

Big Bend Community College	<b>15</b>
Big Bend Community College - Remote Access	<b>154</b>

**Usage by Location**

	<b>All</b>	<b>Student Center</b>	<b>College Center</b>	<b>Career Center</b>
Big Bend Community College: Tutoring Sessions Served	<b>10</b>	5	5	0
Big Bend Community College - Remote Access: Tutoring Sessions Served	<b>149</b>	86	63	0
Big Bend Community College: Skills Center Sessions Served	<b>5</b>	2	1	2
Big Bend Community College - Remote Access: Skills Center Sessions Served	<b>5</b>	3	2	0

**Tutoring Sessions Served by Location**

	<b>All</b>	<b>Student Center</b>	<b>College Center</b>	<b>Career Center</b>
Big Bend Community College: Total Minutes	<b>211</b>	89	122	0
Big Bend Community College - Remote Access: Total Minutes	<b>4186</b>	2256	1929	0
Big Bend Community College: Average Session Length	<b>21.19</b>	17.94	24.43	0
Big Bend Community College - Remote Access: Average Session Length	<b>28.10</b>	26.24	30.63	0

**Tutoring Sessions by Subject by Location**

	<b>All</b>	<b>Student Center</b>	<b>College Center</b>	<b>Career Center</b>
Big Bend Community College: Math - Algebra	<b>2</b>	1	1	0
Big Bend Community College: Math - Middle Grades	<b>1</b>	1	0	0
Big Bend Community College: Science - Chemistry	<b>7</b>	3	4	0
Big Bend Community College - Remote Access: English - Grammar	<b>32</b>	7	25	0
Big Bend Community College - Remote Access: English - Literature	<b>2</b>	1	1	0
Big Bend Community College - Remote Access: English - Vocabulary	<b>1</b>	0	1	0
Big Bend Community College - Remote Access: English - Writing Center	<b>16</b>	2	14	0
Big Bend Community College - Remote Access: Math - Algebra	<b>24</b>	17	7	0
Big Bend Community College - Remote Access: Math - Algebra II	<b>45</b>	44	1	0
Big Bend Community College - Remote Access: Math - Calculus	<b>4</b>	0	4	0
Big Bend Community College - Remote Access: Math - Elementary	<b>1</b>	1	0	0
Big Bend Community College - Remote Access: Math - Geometry	<b>4</b>	4	0	0
Big Bend Community College - Remote Access: Proof Point	<b>8</b>	1	7	0
Big Bend Community College - Remote Access: Science - Biology	<b>7</b>	7	0	0
Big Bend Community College - Remote Access: Science - Chemistry	<b>2</b>	0	2	0
Big Bend Community College - Remote Access: Science - Earth Science	<b>1</b>	1	0	0
Big Bend Community College - Remote Access: Social Studies	<b>2</b>	1	1	0

**Tutoring Sessions by Grade Level by Location**

	<b>All</b>
Big Bend Community College: 7th	<b>1</b>
Big Bend Community College: 12th	<b>4</b>
Big Bend Community College: College - Intro	<b>5</b>
Big Bend Community College - Remote Access: 5th	<b>1</b>
Big Bend Community College - Remote Access: 6th	<b>1</b>
Big Bend Community College - Remote Access: 9th	<b>2</b>
Big Bend Community College - Remote Access: 10th	<b>28</b>
Big Bend Community College - Remote Access: 12th	<b>54</b>
Big Bend Community College - Remote Access: College - Intro	<b>63</b>

**Skill Center Usage By Subject by Location**

	<b>All</b>	<b>Student Center</b>	<b>College Center</b>	<b>Career Center</b>
Big Bend Community College: Adult Services - GED	<b>2</b>	0	0	2
Big Bend Community College: Math - Elementary	<b>3</b>	3	0	0
Big Bend Community College: Math - Middle Grades	<b>3</b>	0	3	0
Big Bend Community College: Standardized Test Preparation - Graduate School Entrance Exams	<b>1</b>	1	0	0
Big Bend Community College - Remote Access: English - Middle Grades	<b>1</b>	1	0	0
Big Bend Community College - Remote Access: English - Writing	<b>1</b>	1	0	0
Big Bend Community College - Remote Access: Math - Algebra	<b>1</b>	1	0	0
Big Bend Community College - Remote Access: Math - Statistics	<b>1</b>	0	1	0
Big Bend Community College - Remote Access: Science - Biology	<b>1</b>	1	0	0
Big Bend Community College - Remote Access: Science - Chemistry	<b>1</b>	0	1	0

<b>Tutoring Sessions Feedback by Location : Yes Responses to Yes/No Questions</b>	<b>All</b>	<b>Student Center</b>	<b>College Center</b>	<b>Career Center</b>
Big Bend Community College: Are you glad your organization offers this service?	<b>100%</b>		100%	
Big Bend Community College: Would you recommend this service to a friend?	<b>100%</b>		100%	
Big Bend Community College: Is this service helping you complete your homework assignments?	<b>100%</b>		100%	
Big Bend Community College: Is this service helping you improve your grades?	<b>100%</b>		100%	
Big Bend Community College: Is this service helping you be more confident about your school work?	<b>100%</b>		100%	
Big Bend Community College - Remote Access: Are you glad your organization offers this service?	<b>98%</b>	96%	100%	
Big Bend Community College - Remote Access: Would you recommend this service to a friend?	<b>95%</b>	92%	100%	
Big Bend Community College - Remote Access: Is this service helping you complete your homework assignments?	<b>91%</b>	92%	90%	
Big Bend Community College - Remote Access: Is this service helping you improve your grades?	<b>89%</b>	92%	86%	
Big Bend Community College - Remote Access: Is this service helping you be more confident about your school work?	<b>94%</b>	92%	95%	

<b>Student Comments by Location</b>	<b>Location</b>	<b>Grade</b>
Good job.	BBCC Remote Access	10th
I loved this program, it easy and it helps me directly.	BBCC - Remote Access	10th
I'll get on here for every essay I have now.	BBCC- Remote Access	10th
My tutor helped me to understand my problems well.	BBCC - Remote Access	10th
My tutor provided great help.	BBCC- Remote Access	10th
The tutor was great.	BBCC - Remote Access	10th
Great help!!	BBCC- Remote Access	12th
Great steps, thanks.	BBCC - Remote Access	12th
My tutor Keri was awesome she explained to me the correct way to write my sentence and did not give me the answer, she let me think and suggest. SHE WAS EXCELLENT	BBCC - Remote Access	12th
So grateful I can complete my homework doing it right the first time! Thanks!	BBCC - Remote Access	12th
Super good tutor.	BBCC - Remote Access	12th
thanks	BBCC - Remote Access	12th
Very helpful. Thanks for the life line!	BBCC - Remote Access	12th
Very thorough tutor. Thanks so much for the step by step.	BBCC - Remote Access	12th



## **REGULAR MEETING AGENDA ITEM**

TAB 8

October 30, 2009

Discussion  Action (Resolution 09-10-29)

### **Topic**

Approval of Student Achievement Awards

### **Description**

In 2006, the State Board for Community and Technical Colleges adopted a System Direction with an overall goal to “raise the knowledge and skills of the state’s residents” by increasing educational attainment across the state.

This goal is a substantial challenge for all of higher education, especially for community and technical colleges. Washington’s community and technical colleges serve a wide spectrum of learning needs from adult literacy for immigrants and K12 drop outs through advanced high school students taking college credit classes. Our colleges serve a predominantly working class and low income student population. The median age of our students is 26, 35% are students of color (compared to the state population at 24% people of color), over half are working full or part time, one third are parents, and over half attend college part-time.

The Student Achievement Initiative is a new performance funding system for community and technical colleges. Its purposes are to both improve public accountability by more accurately describing what students achieve from enrolling in our colleges each year, and to provide incentives through financial rewards to colleges for increasing the levels of achievement attained by their students. It represents a shift from funding entirely for enrollment inputs to also funding meaningful outcomes.

Based on the plan for the Student Achievement Initiative adopted by the Board in September 2007, colleges used 2007-08 as their Learning Year, to understand the measures, analyze their data, and identify types of students and areas of curricula for focused attention. 2008-09 was the first performance year, and is the basis for measuring gains in student achievement against each college’s 2006-07 baseline and providing the first Student Achievement awards to each college.

### **Key Questions**

- Do the first rewards advance the Board’s intent for performance funding?

### **Analysis**

**Measures.** Through a partnership with the Community College Research Center at Columbia University, the college system identified key academic benchmarks that students must meet to successfully complete degrees and certificates. These Achievement points are meaningful for all students across demographic characteristics (race, age, income, employment status), academic program or entering skill levels (basic skills, remedial, workforce education, academic transfer), intensity of enrollment (part-time or full-time enrollment), and type of institution

attended (urban, rural, large, small, community college, technical college). Rigorous data analysis has identified Achievement points that once accomplished, substantially improve students' chances of completing degrees and certificates.

There are four categories of Achievement measures:

1. Building towards college level skills (basic skills gains, passing precollege writing or math)
2. First year retention (earning 15 then 30 college level credits)
3. Completing college level math (passing math courses required for either technical or academic associate degrees)
4. Completions (degrees, certificates, apprenticeship training)

**Performance.** Between 2006-07 and 2008-09, colleges increased total achievement points by 14 percent compared to student population growth of 4 percent. Not only have more students increased their academic achievement levels, but colleges have increased the share of students making achievement gains. Achievement increased at every milestone, a promising indicator that colleges are building momentum for greater student success in the future.

**Funding.** In 2007-09 the Board used a new \$4 million state appropriation to provide seed money to colleges for student success strategies. Each college was allocated \$52,000 in 2007-08 and \$67,000 in 2008-09. The Board included a proposal for \$7 million in the system's 2009-11 budget request to the Governor and State Legislature, to carry forward and provide larger rewards over the next two years. The Governor recommended and the Legislature adopted a \$3.5 million proviso for Student Achievement in the final 2009-11 operating budget. In addition to the state funds, the Ford Foundation and the Bill & Melinda Gates Foundation added \$1.6 million in new funds to the Student Achievement rewards. Total funding for Student Achievement in the 2009-11 biennium is \$7.5 million in state funds and \$1.6 million in one-time private foundation grant funds. These dollars will continue to fund seed money allocated to each college, and will provide \$1.8 million in Achievement rewards in 2009-10 and an additional \$1 million for new rewards in 2010-11. A summary of Student Achievement funding is provided in Attachment A.

Consistent with the Board's plan approved in 2007, funding is structured so that colleges are competing against themselves for continuous improvement, rather than with each other for a share of a pool of dollars. Colleges receive a flat rate per point increase. For 2008-09 the flat rate is \$31 per point. Proposed district rewards range from \$4,887 to \$169,434, and are provided in Attachment B.

For 2010-11 the rate will be \$40 per point. If the earned awards exceed the fund level, unfunded points will be banked for incentive rewards the following year.

The Board's plan also called for Student Achievement rewards, once earned, to be on-going funds and added to the district's base budget. Because \$800,000 out of the \$1.8 million for Achievement rewards is one-time grant money, each college will add \$17 per point to their base budget and receive \$16 per point only for 2009-10 and 2010-11.

### **Recommendation**

Staff recommends approval of Resolution 09-10-29, adopting the allocation of 2009-10 Student Achievement Awards.

**Prepared by:** David Prince, (360) 704-4347 [dprince@sbctc.edu](mailto:dprince@sbctc.edu)

**Washington State Board for Community and Technical Colleges**

**2009-2011 Student Achievement Award Funding**

	<u>2007-08</u>	<u>2008-09</u>	<u>Oct 2009 for 2008-09 Performance</u>	<u>Oct 2010 for 2009-10 Performance</u>
Base Awards	\$1,750,000	\$2,250,000	\$2,250,000	\$2,250,000
State Funded Awards	\$0	\$0	\$1,000,000	\$1,000,000
State Funded Awards	\$0	\$0	\$0	\$1,000,000
Ford Foundation Awards	\$0	\$0	\$800,000	\$0
Gates Foundation Awards	\$0	\$0	\$0	\$800,000
<b>FY Total</b>	<b>\$1,750,000</b>	<b>\$2,250,000</b>	<b>\$4,050,000</b>	<b>\$5,050,000</b>
Funding per point			\$31	\$40
Points generated			59,000	25,000

**Washington State Board for Community and Technical Colleges**

**October 2009 Student Achievement Awards  
for 2008-09 Performance**

<b>District</b>	<b>Student Achievement Awards</b>
Bates	\$33,126
Bellevue	\$81,006
Bellingham	\$51,127
Big Bend	\$35,229
Cascadia	\$25,765
Centralia	\$7,763
Clark	\$107,327
Clover Park	\$56,231
Columbia Basin	\$86,264
Edmonds	\$113,265
Everett	\$102,842
Grays Harbor	\$16,455
Green River	\$72,716
Highline	\$112,956
Lake Washington	\$36,497
Lower Columbia	\$51,158
Olympic	\$55,860
Peninsula	\$50,601
Pierce	\$64,829
Renton	\$42,250
Seattle	\$146,732
Shoreline	\$38,508
Skagit Valley	\$28,672
South Puget Sound	\$43,426
Spokane	\$169,434
Tacoma	\$66,994
Walla Walla	\$19,764
Wenatchee Valley	\$4,887
Whatcom	\$24,991
Yakima Valley	\$53,323
<b>College Total</b>	<b>\$1,800,000</b>



**STATE OF WASHINGTON**  
**STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES**  
**RESOLUTION 09-10-29**

A resolution relating to the Student Achievement Initiative Awards

**WHEREAS**, the Board established the Student Achievement Initiative to reward colleges for improvements in increasing student success and to shift a portion of funding from enrollments to performance; and

**WHEREAS**, the Student Achievement Initiative measures colleges for the intermediate outcomes that students achieve, leading to and completing college certificates and degrees; and

**WHEREAS**, state funds for Student Achievement were provided in the 2009-11 budget and Foundation grant funds were awarded to the State Board for Community and Technical Colleges for 2009-11; and

**WHEREAS**, all colleges accomplished net increases in Student Achievement between the baseline year 2006-07 and the first performance year 2008-09; and

**WHEREAS**, these funds are awarded to the colleges based on their own achievement gains;

**THEREFORE BE IT RESOLVED** that the State Board for Community and Technical Colleges approves the 2008-09 distribution of \$1,800,000 to support the Student Achievement Initiative; and

**BE IT FURTHER RESOLVED** that the rate for 2010-11 be set at \$40 per Achievement point; and

**BE IT FURTHER RESOLVED**, that the State Board for Community and Technical Colleges authorizes the Executive Director to make adjustments, as necessary, for actions taken by the Governor, computational errors, data corrections, externally imposed restrictions or guidelines, legislative appropriation provisos, restrictions, guidelines, uniform accounting and reporting requirements, and unanticipated changes in state or federal funding.

**APPROVED AND ADOPTED** on October 30, 2009.

\_\_\_\_\_  
 J.A. Bricker, Chair

**ATTEST:**

\_\_\_\_\_  
 Charles N. Earl, Secretary

## BIG BEND COMMUNITY COLLEGE

Date: 11/17/09

**ITEM #3** CONSENT AGENDA (for information)

c. Accreditation

### **BACKGROUND:**

#### **Accreditation**

Big Bend Community College submitted a Progress Report to the Northwest Commission on Colleges and Universities in October addressing the two recommendations BBCC received following the Fall 2007 Regular Interim Evaluation Report. The Board of Commissioners will consider the report at the January 11-13, 2010 meeting. Following the meeting, BBCC will be informed of the Board's action. BBCC's progress report can be found at BBCC's Accreditation web page: <http://information.bigbend.edu/administration/IRP/Accreditation/Documents/2009%20BBCC%20Accreditation%20Progress%20Report%20.pdf>. The report minus the appendices is attached to the hard copy agendas.

The Nursing program is preparing for a reaccreditation visit from the National League for Nursing Accrediting Commission on February 9-11, 2010. The self study is underway and we anticipate that it will be submitted by December 15, 2009. A separate addendum is being prepared for the Washington State Nursing Care Quality Assurance Commission for the renewal of the Practical Nurse option; the two evaluations will run concurrently.

Prepared by President Bonaudi, Ms. Valerie Kirkwood, Dean of Research & Planning, and Director of Health Education Katherine Christian.

### **RECOMMENDATION:**

None.

# Big Bend Community College



## Accreditation Progress Report

October 16, 2009

Prepared for the Northwest Commission on Colleges and Universities

Big Bend Community College  
7662 Chanute Street NE  
Moses Lake, WA 98837  
509.793.2222  
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## **Introduction**

As a result of the 2007 Five Year Interim Visit, Big Bend Community College has provided a summary of the progress to date on the two recommendations received.

### **Recommendation 1 from the Fall 2007 Regular Interim Evaluation Report**

*While Big Bend Community College has made substantial progress in educational assessment, there is a clear disconnect between institutional goals (in the catalog) and the general education outcomes (not in the catalog). BBCC needs to reexamine its general education outcomes, publish them in the catalog, and then decide how to assess them (Standard 2.C.2 & 2.C.3).*

General education outcomes have long been an important part of assessment at BBCC and they did exist at the time of the last report in the form of internal documents. While they were not widely distributed outside of the college community, they were made available to all departments and were reviewed extensively by the Assessment Committee. In addition, they were reviewed against various data sets.

At present, the cumulative data we have reviewed validates the general education outcomes and we have documented significant degrees of student success in demonstrating achievement of the outcomes. Clearly, there was an unintended disconnect in our failure to revise catalog information on mission and goals to be congruent with institution-wide effort in outcomes assessment and we have remedied that disconnect.

Our commitment to publishing a matrix showing the alignment of the general education outcomes with the listings in the catalog is also reflected in the college strategic plan, known as the Academic Master Plan. Again, this document was not included in any form in the catalog, but was used extensively as an internal document both by the Office of Institutional Research and Planning and by the Assessment Committee.

In 2008, we added the general education outcomes to the 2008-09 catalog (page 24) prefaced with an explanation of the purpose of general education modified from a statement written by Salt Lake Community College.

Records of the college Assessment Committee reviewed by the outside visitors (evaluators) in 2007 confirmed that tools were used to assess the general education outcomes, but that the college failed to share results broadly throughout the district communities. Changes as a result of analysis of the data were, unfortunately, not widely communicated within the college as well. Attempts had been made to remedy this in 2003-04, when the college began to collect centrally the results of program and institutional assessment in an Annual Assessment Report

(Appendix A). With that document, the college had a means to more widely communicate the decisions made at the program level as a result of ongoing assessment activities. However, we do see the need to circulate this data more widely and have taken several steps to ensure that institutional outcomes, educational assessment outcomes, and general education outcomes are more closely connected and widely discussed.

Our chief strategy in linking general education outcomes with institutional goals is to have academic departments create a matrix which directly links individual courses with specific outcomes from the general education outcomes. This maintains BBCC's policy that assessment activities be faculty driven, while creating a link between the institution-level outcomes and the outcomes for each individual course. At present, we have over 80% of our academic courses linked to specific general education outcomes and are working on the remaining 20%. In cases where courses are not taught by full-time faculty, the data is difficult to generate. Nevertheless, we are working on strategies to generate an all-inclusive grid which aligns each of the academic courses with specific general education outcomes.

Our long-term plan, as noted previously, is to eventually include the aforementioned grid as part of the catalog so that the academic community will understand how each course adds to the overall educational outcomes set forth in the catalog. Our secondary goal is to have academic departments use this grid as a means to review their master course outlines and course syllabi, thus encouraging further review and assessment of individual courses and enhancing their ability to meet these institutional outcomes.

We are currently working on a similar plan with regard to related instruction. We have not had the opportunity to create a similar grid for vocational education courses.

Our goal for related instruction is that the 2010-11 edition of the catalog will also contain a published grid similar to that used for academic instruction. A copy of the related instruction outcomes can be found in Appendix B.

### **Recommendation 3 from the Fall 2002 Comprehensive Evaluation Report**

*The committee recommends that BBCC address the lack of consistency in educational program planning and effectiveness across the curriculum by reviewing all programs to ensure that all academic programs are continuously assessed and that the results of this assessment are used for improvement. (Standard 2.B and Policy 2.2)*

Big Bend Community College has made substantial progress in institutionalizing assessment efforts across the curriculum. The recently completed 2003-2008 Academic Master Plan (college strategic plan) provided the structure to guide college-wide assessment efforts while keeping a focus on Board direction as provided in their Ends Statements. During negotiations with the faculty in 2003, a faculty-driven assessment committee and process was included in the Negotiated Agreement with the Faculty Association, ensuring that faculty have a primary role in the assessment of educational outcomes (Appendix C).

Annual assessment reports demonstrate that all programs have listed student outcomes. While the quality of some of the outcomes is still uneven, the data sets collected have proven helpful to suggest improvements in outcomes statements as well as improvements in teaching and learning.

We have made several changes in how annual assessment data is collected and reported, with the goal of encouraging departments and divisions to produce more consistent and comparable results. Chief among these is the creation of a centralized assessment report which captures each department's self-assessment in two forms:

- 1) A matrix recording predicted outcomes, modes of assessment, actual outcomes and actions taken in response to these outcomes; and,
- 2) An optional summary which evaluates the department's progress and further explains the outcomes of the year's assessment activities.

Our intent is to eventually publish this information to a public location on the college website, thus providing a document which demonstrates the effectiveness of our assessment activities. We also believe that the use of a centrally located document will encourage departments and individual instructors to review the material contained in the reports and to plan their courses accordingly.

We have also implemented a policy whereby divisions will be allotted time at the beginning of the year to meet as a group and discuss the past year's assessment results, thus encouraging departments to not only *generate* the data, but to use it as a means of improving individual courses. Faculty assessment activities continue to be overseen by the college Assessment Committee, which serves to coordinate the assessment activities of all full-time faculty. Samples of program assessment reports are included in Appendices D and E.

The cross-college Academic Master Planning Committee provides a campus-wide review of goals, outcomes, and the results of assessment in both services and instructional programs. The results of annual instructional assessment are noted in an annual report to the Board of Trustees, "Student Success Outcomes – 2009" (Appendix F).

Discussions of assessment results have been captured in minutes of the Academic Master Plan Committee, and in the individual program assessment reports. Generally, the quality of program outcomes has been improved and verification of the use of data (as referred to above) is more frequently demonstrated.

The next step to improve education program planning and assessment is the newly adopted Academic Master Plan 2009-14, taken directly from the Board of Trustee's Ends Statements. This strategic plan sets outcomes, responsibility, and arenas for discussions and decision making (Appendix F).

This first full year of the Academic Master Plan 2009-14 has culminated with staff, board, and faculty participation in discussion of outcomes, recommendations for improvement based on collected data sets, and plans for next year.

## **Conclusion**

Big Bend Community College finds itself entering its 47th year. Striving to be an outcomes-centered institution, we attempt to be totally integrated with our Board expectations, student needs, and student success. Along this pathway, we have devoted much time and effort to preparing all staff to be data conscious in making decisions for the improvement of teaching and learning. Our strategic plan is centered on the translation of board expectations, as expressed in Ends Statements, to student learning outcomes.

Templates and processes have been created and opportunities staged, to coach the use and discussion of data on a regular basis. These devices have been mostly effective in creating awareness and construction both of useful outcome statements at the institutional and program levels and even the course level, as well as conducting evidence-based decision-making. We struggle with the quality of the statements and the effectiveness of the tools used to assess achievement of the outcomes, but also we have found that repeated cycles of data collection and use brings about improvement in the outcome statements as well as measures of achievement of the outcomes.

Our ongoing challenge is to establish a behavior pattern in our staff that causes a conscious effort to relate decisions to collected data. Again, the staged events and templates do accomplish the demonstration of this important practice, but our goal is to expect to see this process across the institution at anytime throughout the year.



# BIG BEND COMMUNITY COLLEGE

Date: 11/17/09

**ITEM #3**      CONSENT AGENDA (for information)

d.      Assessment Update

**BACKGROUND:**

**Big Bend Community College  
Intervention Scholarships**

Prospective Students who received Admission and/or Testing Fees

	N	Enrolled for the first time in 2007-08	%	Enrolled for the first time in 2008-09	%	Total who enrolled		Took Placement Test	%
2007-08 Prospects	102	39	38%	13	13%	52	51%	85	83%
2008-09 Prospects	171	x		71	42%	71	42%	88	51%

Students' progress after they received emergency funds (not admissions/placement fees)\*

	Students who received emergency funds	Stayed enrolled that quarter	%	Retained to next year	%	Received a credential	%	Retained to following year or received a	%
2007-08	52	46	88%	24	46%	19	37%	34	65%
2008-09	59	51	86%	25	42%	18	31%	35	59%

This information was pulled during fall 2009 quarter and only shows students who were retained until through fall 2009 or received a credential by spring 2009.

\*credential is either a degree or certificate

The BBCC Foundation has provided Intervention Scholarship funds to prospective students who couldn't pay admissions fees and/or placement test fees. Half of the students (2007-08 prospective students) who received either the placement test fees or admissions fees enrolled by the second year.

Of the current students who received Intervention Scholarship funds, eighty-seven percent finished the quarter in which they were enrolled. Sixty-five percent of the students in 2007-08 were retained to the next year and/or received a credential (degree or certificate).

Clearly the Intervention Scholarships provide access to prospective students and help current students stay enrolled and attain credentials.

Prepared by President Bonaudi and Ms. Valerie Kirkwood, Dean of Research & Planning.

**RECOMMENDATION:**

None

## BIG BEND COMMUNITY COLLEGE

Date: 11/17/09

**ITEM #3:** CONSENT AGENDA (for information)

e. Capital Project Update

### BACKGROUND:

**Auditorium Remodel – Building 1400:** The low bidder, Straightline Construction & Remodeling, LLC, was not able to get its bonding and insurance requirements in place within 15 days as required by our contract. Our project manager let them know that the project was being awarded to the second low bidder. Straightline Construction & Remodeling LLC responded by filing an appeal with General Administration (GA). GA extended the time to get the necessary documentation submitted by 2 days. The next day the low bidder officially withdrew their bid for the auditorium remodel. A contract was awarded to Gobi Construction LLC of Bellevue on October 21, 2009. The bid amount was \$227,000, plus sales tax of \$17,933 and a contingency amount of \$24,493.30 for a total of \$269,426.30. We do not have the date for the Notice to Proceed yet, but we are hoping it will be by mid November.

### **Old Developments/Background:**

**10/20/09** The bid advertisement was released on August 24, 2009. There was a pre-bid walk-through on September 9, 2009. Attendance at the walk-through was encouraged, but not mandatory. The bids were opened at 11:00 A.M. on September 23, 2009; there were eight bids. The contract was awarded to Straightline Construction & Remodeling, LLC of Woodinville. The bid amount was \$164,000.00, plus sales tax of \$12,956.00 and a contingency amount of \$17,695.60 for a total of \$194,651.60. The contract was awarded on October 1, 2009. We do not have the date for the Notice to Proceed yet, but we are hoping it will be by mid October.

**9-8-09** Department of Corrections will not be able to do the asbestos abatement and demolition work after all. Our architect, Bernardo Wills, is adjusting the bid packet to include this work. Construction is expected to start in October.

**8-4-09** The drawings for the remodel are complete and Grant Counts has approved the permit. A Department of Corrections crew is tentatively scheduled to arrive on August 24 for asbestos abatement and demolition work. Our architect, Bernardo Wills, is preparing the bid packet. Construction is expected to start in September and be completed in December.

**7-7-09** We are continuing to work with our architect, Bernardo Wills, on the drawings which should be finished by June 30. The project will then be advertised for bids. Construction is expected to start in August and be completed in December.

**5-19-09** Our architect, Bernardo Wills, is completing drawings which should be finished by June 15<sup>th</sup>. The project will then be advertised for bids. Construction is expected to start in August and be completed in December.

**4-14-09** Funding from facility repairs is provided to replace the damaged plaster ceiling and lighting in the auditorium. Additional minor improvement funding will be used to convert the space to a Business Office and other offices for tutoring and advising in an effort to provide better access for our students. Our architect, Bernardo Wills, is completing drawings which should be finished by June 15<sup>th</sup>. The project will then be advertised for bids. Construction is expected to start in August and be completed in December.

## BIG BEND COMMUNITY COLLEGE

Date: 11/17/09

### ITEM #3: CONSENT AGENDA (for information)

#### f. Human Resources Report

#### BACKGROUND:

The screening committee for the Vice President position, replacing Dr. Lang, has been announced:

- Gail Hamburg, Chair
- Clyde Rasmussen, Administration
- Tim Fuhrman, Administration
- Mike O’Konek, Faculty
- Rie Palkovic, Faculty
- Max Heinzmann, Faculty (Student Services)
- Kathy Aldrich, Classified Staff
- Margie Lane, Classified Staff
- Holly Moos, Ex-officio

Dr. Bonaudi met with members of Instructional Council and the screening committee on Friday, October 30 for an initial discussion on the search. Dr. Bonaudi emphasized to the group that he values input from everyone regarding this search. All participants were asked to share what they think are the challenges and positives of a “combined” position—Vice President of Instruction and Student Services. Copies of job announcements for similar positions from some other colleges were provided to the group, as well as a tentative timeline for the interview days. Dr. Bonaudi asked everyone to review the job announcements and identify wording that they feel is appropriate to the position here at Big Bend. He asked that everyone get their comments to him by next Wednesday (November 4). The screening committee will meet soon to finalize a job announcement. The expected recruitment period will be the end of November through the month of January. We expect to hold interviews in February with a start date no later than July 1, 2009.

The initial screening for complete application materials and meeting minimum qualifications has taken place for two of Commercial Pilot Flight Instructors. One is a shared position with Central Washington University. John Gillespie is chair of this committee and will be holding the first committee meeting soon. We hope to have these positions hired in time for winter quarter.

Negotiations with the Big Bend Faculty Association are continuing.

Prepared by Vice President of Human Resources & Labor Holly Moos.

#### RECOMMENDATIONS:

None

**BIG BEND COMMUNITY COLLEGE**

Date: 11/17/09

**ITEM #3:** CONSENT AGENDA (for information)

g. Enrollment Report

**BACKGROUND:**

The enrollment report as of Wednesday, November 4 is included for your information. Fall enrollment numbers continue to remain high. Registration for winter quarter will begin on Monday, November 16.

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**TUITION COLLECTION REPORT**

Due to the timeline of the report, the tuition collection report will be distributed at the meeting on November 17.

	<u>2009-10</u>	<u>2008-09</u>
Annual Budget		
Total Collections		
As a % of annual budget		
Left to collect to meet budget target		

Prepared by Associate Vice President of Student Services Candy Lacher and Director of Business Services Charlene Rios.

**F.T.E. REPORT**  
11/9/2009

**ANNUAL  
FTEs**

**1st year (08-09)**

SUMMER	115.2	
FALL	533.0	
WINTER	560.6	
SPRING	489.9	
	1698.7	Cumulative total

**2nd year (09-10)**

SUMMER	115.8	
FALL	579.9	
WINTER	0.0	
SPRING	0.0	
	695.7	

**1<sup>st</sup> year + 2<sup>nd</sup> year TOTAL** **2394.4** Cumulative total

1st year annual FTE Target	1676	53 Workforce FTE included
2nd year annual FTE Target	1686	53 Workforce FTE included
<b>1<sup>st</sup> year + 2<sup>nd</sup> year TOTAL</b>	<b>3362</b>	

**SBCTC 2-year rolling enrollment count**

Past year + current year actual FTE	2394.4	
Past year + current year allocation	3362.0	
% of allocation target attained to date	71.2%	2394.4/3362
		3362x.96=3228
Add'l FTEs to meet minimum 96%	833.6	=3228-2394.4
Add'l FTEs to meet target 100%	967.6	=3362-2394.4
FTEs over target	0.0	
FTEs to excess - 1st year	22.7	
FTEs to excess - 2nd year		

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/17/09

**ITEM #3:** CONSENT AGENDA (for action)

h. Donations

### **BACKGROUND:**

Mr. Raymond Pecka donated a 1995 Buick to the BBCC Automotive Program. The vehicle will provide the automotive students with a better selection of cars to perform maintenance and repairs on at no cost to the college.

Prepared by the President's Office.

### **RECOMMENDATION:**

President Bonaudi and Vice President Hamburg recommend acceptance of the above-mentioned donation.

## MEMORANDUM

  
TO: Clyde Rasmussen

From: Mark Yosting, John Heflin

Subject: Donation of a car

A very generous donation of a 1995 Buick to the Automotive program has been offered by Raymond Pecka. Mr. Pecka is very supportive of our program and wishes to donate this car to our program at no cost to BBCC.

I recommend that the College accept Mr. Pecka very generous offer. We will be acquiring a very useful piece of equipment that will give us a better selection of different cars for the students to learn on.

Thank You,

  
Mark A. Yosting

  
John Heflin



## **BIG BEND COMMUNITY COLLEGE**

Date: 11/17/09

**ITEM #5:** Assessment of Board Activity (for action)

Northwest Association of Colleges and Universities Standard 6.B Governing Board

### **BACKGROUND:**

This agenda item provides an opportunity for the individual Trustees to report on community contacts they may have made and/or meetings they have attended since the previous Board meeting. This has been implemented as an assessment tool to give the Board a way to definitively measure what is accomplished throughout the year for its next self-evaluation review.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.

**BIG BEND COMMUNITY COLLEGE**

Date: 11/17/09

**ITEM #6:** Next Regularly Scheduled Board Meeting (for action)

**BACKGROUND:**

The next regularly scheduled Board meeting is Tuesday, January 12, 2010, at 1:30 p.m.

Prepared by the President's Office.

**RECOMMENDATION:**

None.

## **BIG BEND COMMUNITY COLLEGE**

Date: 11/17/09

**ITEM #7:** Miscellaneous (for information)

### **BACKGROUND:**

Aerospace Council comments.

President Bonaudi has been appointed to the AACCC Academic, Student and Community Development Commission. He attended Commission meetings in Washington D.C. November 10, 11, 2009.

The Japanese Agricultural Training Program is holding a closing ceremony and reception December 4 in Seattle.

The Port of Quincy Rural Economic Development Summit will be held Thursday, December 10, at Cave B.

The annual Christmas Potluck for all staff will be held Friday, December 11 at noon in the Masto Conference Center. The staff will gather gifts for Toys for Tots.

Prepared by the President's Office.

### **RECOMMENDATION:**

None.